



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

Job Opening: **Support Staff Associate**

Department: Housing, Economic Development, and Commerce

Division: Community Development

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: Monday-Friday – 37.5 hours per week

Salary: Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking two Support Staff Associates for the Department of Housing, Economic Development, and Commerce. The successful candidates will serve as the Division of Community Development's liaison between grantees, program, and finance staff. This role will be responsible for creating and monitoring reporting schedules, deadlines, and requirements to ensure consistent grant processing. This position will report to the Project Manager and will carry out general capacities for program management, oversight, and coordination of the grantee's Community Development programs (CDBG, ESG, HOPWA, CSBG, HOME or AHTF).

Job Duties:

- Assure compliance with HUD and Division specific regulations for assigned grants.
- Create grant files that meet legal, auditing, and Division specific requirements.
- Schedule reporting requirements and payments for new grants.
- Analyze budget and expenditure reports, monitors grant progress.
- Maintain multi-year payment schedules and monitors grant balances.
- Provide reports, responses to inquiries, and grants histories as requested.
- Communicate externally with grantees and applicants.
- Communicate internally with program and finance staff.
- Participate in training and professional development.
- Track and process vendor contracts.
- Understand the Division structure and history.
- Design and implement various data collection and analysis projects.
- Perform extensive data analysis on local homeless, housing, and community development programs (demographic, economic, trend, and other data).
- Provide high-quality data analysis that informs, supports, and improves the delivery of homeless housing and services.
- Use statistical techniques to access and track performance at the system provided, and client levels.
- Perform data matches across various data sets including homeless, criminal justice, and health systems.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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- Identify gaps in data collection as required by HUD and/or the CoC.
- Create and deliver presentations on findings and recommendations.
- Maintain HOME project portfolio data including unit, developer, and management information.
- Assist in annual and ongoing Rental Compliance Monitoring identifying trends and benchmarks.
- Undertake special projects and duties as assigned.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

Required Education: Associate's degree in a related field required. A Bachelor's degree is preferred.

Required Experience: One-year of experience with grants, data collection, analysis, and compliance is required.

Essential Skills:

- Strong analytical, database, and reporting skills.
- Advanced computer and office skills.
- Basic understanding of HUD and Division specific regulations.
- Sound judgment concerning budget and program issues.
- Strong organizational skills and ability to multi-task.
- Ability to pay attention to details and meet deadlines.
- Excellent oral and written communication skills.
- Strong team player skills in a multicultural environment.

How to Apply:

Interested City employees should complete an online [employment application](#) by visiting the City's website. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. To be considered for this position, you MUST select "YES" when it asks you "Do you currently work for the City of Jersey City?"

Application Deadline: August 13, 2020.

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